

**SUMMARY OF THE  
MEMBERSHIP AND OUTREACH COMMITTEE TELECONFERENCE  
AUGUST 10, 1998**

The Membership and Outreach Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Monday, August 10, 1998, at 2 p.m. Eastern Daylight Time (EDT). The meeting was led by its chair, Dr. Irene Ronning of the Oregon Health Division/Public Health Laboratories. A list of action items is given in Attachment A and a list of Participants is given in Attachment B. *The purpose of this meeting was to address follow-up issues from NELAC IV which was held in San Antonio, TX, June 29 - July 2, 1998.*

**SUMMARY**

**Previous Issues**

Candidates for the committee's vacancies went to Dr. Kenneth Jackson, chair of the NELAC Board. Dr. Jackson will make the appointments after review of the qualifications of the candidates.

The committee approved the minutes from NELAC IV.

The committee discussed changing the wording regarding the roles and responsibilities of the Membership and Outreach Committee in the Constitution and Bylaws and Chapter 1 of the NELAC Standards. Dr. Irene Ronning proposed new wording, which the Committee approved. Dr. Ronning will forward the new wording to the Program Policy and Structure Committee.

The Committee Membership Survey was discussed. Thirteen people responded to this survey which Dr. Ronning distributed at NELAC IV. It was also forwarded to the committees. The committee determined there would have been more responses if this had been handed out with the NELAC materials at the beginning of the NELAC IV meeting.

Dr. Ronning drafted a list of journals and websites. The committee needs to obtain addresses for these. The list will be sent to all the Committee members in an attempt to obtain addresses. If any addresses are left, volunteers will be needed to track these down.

The issue of Frequently Asked Questions (FAQs) for the NELAC Website was discussed. Ms. Carol Batterton, the NELAC Board of Directors Chair, sent information to the NELAC Committees based on the Membership and Outreach Committee's Fact Sheets. Dr. Ronning will contact the committee chairs to see what FAQs they would like to see on the Website. The option of using unanswered questions was brought up as a possibility. The question arose, "When can the FAQs be put on the Website?" It was decided that they could be put on the Website approximately one week from the time they are approved by Ms. Mourrain.

## **New Issues**

The committee decided that the Fact Sheets need to be updated. Mr. George Mills will update Ms. Barbara Hill's Fact Sheet. Mr. Don Zahniser, Ms. Robin Santos, and Mr. Mike Sodano will update the Fact Sheets they developed. Ms. Santos will review all of the Fact Sheets for consistency, consolidate the questions, and update the content. Once these are updated, they will be mailed to the representatives. It was decided that better quality copies are needed and the NELAC Website address should be updated.

Ms. Mourrain mentioned that Maryland and Delaware have withdrawn their applications for NELAC Accreditation and will submit them at a later time.

The State Speaker list was the next item discussed. It was decided that there should be a team of committee members to deal with this issue but there were no volunteers. A letter will be sent to the State representatives to let them know the intent of the committee of creating a speaker list for their State. It was decided that in order to assure consistency among speakers, presentation materials should be gathered together prior to contacting the States and State laboratory associations. Although use of the presentations would not be mandatory, a review of the materials would aid in consistency. Mr. Jerry Parr's and Mr. Chuck Wibby's presentations were mentioned as a possibility because they are designed to include a State representative. Ms. Mourrain mentioned possibly contacting him about its use.

The next issue was the NELAC Website. The Committee feels there should be an area of the Website dedicated to outreach activities. This area would include such items as presentations and speaker lists.

The remainder of the teleconference focused on a list of issues Mr. Mike Ciolek had regarding the NELAC Website. These issues included putting a request on the NELAC Website for presentation materials, and providing Dr. Ronning's e-mail address for questions and requests. He also mentioned placing an information request form and an area on the Website for FAQs. The NELAC video that was filmed in San Antonio will be available for purchase and the possibility of putting a clip of it on the NELAC Website was suggested by a committee member. Putting a points of contact link on the NELAC Website was mentioned by Mr. Zahniser. Presently there is an Adobe Acrobat (.pdf) file of the NELAC directory on the Website. His recommendation was to create links to the NELAC committee chairs, speakers, presentation materials, etc.

## **NEXT MEETING**

The next meeting of this committee is planned for early October.

**ACTION ITEMS**  
**MEMBERSHIP AND OUTREACH COMMITTEE TELECONFERENCE**  
**AUGUST 10, 1998**

<b>Item No.</b>	<b>Action Item</b>	<b>Date to be Completed</b>
1.	Dr. Ronning will send new Constitution and Bylaws and Chapter 1 wording to members of the Program Policy and Structure Committee.	
2.	Ms. Santos will review the Committee Fact Sheets for consistency, consolidate the questions, and update the content.	
3.	Dr. Ronning will send all Membership and Outreach Committee members for their review, a copy of the lists that she has received so far of all the publications to which NELAC announcements may be sent.	

**PARTICIPANTS  
MEMBERSHIP AND OUTREACH COMMITTEE TELECONFERENCE  
AUGUST 10, 1998**

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